

OIS 84-601

29 November 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (21 - 27 November 1984)

A. PROGRESS ON ACTION ITEMS

1. Meeting on Distribution of Agency Issuances. As a sequel to a meeting on 20 November, Chief, Regulatory Policy Division (RPD) met on 27 November with Distribution Officers from 20 Agency components in the Headquarters building. As in the 20 November meeting, C/RPD explained and stressed Agency policy regarding the distribution of issuances to components. He reminded the attendees of the importance of their responsibilities as Distribution Officers and he offered the services of RPD in any way possible to ensure that proper distribution is made--especially issuances affecting all Agency employees.

2. Classification Review of Air Force History on Laos. Representatives of the Classification Review Division (CRD) met with representatives of the Department of State's Freedom of Information Division/CDC to discuss the manuscript of the United States Air Force History, Interdiction in Laos, 1960-68. (For previous reporting on this same subject, please refer to OIS Weeklies dated 23 August and 19 and 27 September.) Both the Department and the Agency have objections to the release of the manuscript. In the opinion of CRD, the open publication of the manuscript would harm foreign relations and impair the functioning of the U.S. Embassy in Vientiane. As a result of the meeting, CRD will notify the Air Force History Office of the Agency's objections and that reconsideration of certain portions of the manuscript will await the working out of differences between the Air Force and the Department concerning possible damage to U.S. foreign relations.

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**B. ITEMS OF INTEREST**

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**C. SCHEDULED ACTIVITIES AND MEETINGS**

Information Management Training. As part of our continuing effort to provide information management training for MI careerists, OIS is sponsoring a special running of the National Archives and Records Service course, Files Maintenance and Records Disposition, at the Chamber of Commerce Building on 5-6 December. The course will include a segment on scheduling ADP records.

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Attachment

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